



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Wyoming State Office

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Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:

1120 (912) P

September 5, 2008

EMS TRANSMISSION: September 9, 2008

Instruction Memorandum No. WY-2008-0048

Expires: 09/30/09

To: Field Managers and Deputy State Directors

From: State Director

Subject: Response to Congressional Inquiries

This memorandum serves to restate policy and guidelines for processing responses to Congressional controlled correspondence. This includes letters from Wyoming's U.S. Senators and U.S. Representative or their staffs, and Members of Congress from other States.

The Wyoming State Office of Communications (OC) is responsible for coordinating responses to Congressional inquiries in collaboration with Field Office Public Affairs Specialists (PASs). The State Director signs all written correspondence to ensure a consistent message. The process is the same whether the letter is signed by the Congressional or one of the Field Representatives.

Whether received in a Field Office or the State Office, the State Director's staff will log and assign a control number to a Congressional inquiry. The inquiry will then be directed to the appropriate Deputy State Director for preparation of the draft response. After the response is in draft -- and BEFORE it is finalized -- OC will review and edit as needed. Once the OC review is completed, the Division Administrative Assistant will finalize the response and route it through OC and other appropriate Divisions for surnaming before presenting it to the State Director for signature. The attached flow chart diagrams the Congressional response process.

When written correspondence is directed to a Field Manager (FM), the correspondence needs to be FAXed to the State Director's staff (307-775-6003) where it will be handled in the same manner as detailed in the previous paragraph. The FM will work with the Field PAS and appropriate State Office specialists to prepare a draft response. The draft will then be routed through OC and appropriate State Office Division(s) before presenting it to the State Director for signature.

If a phone call or personal visit from a Congressional Field Representative is directed to a Field Office, the FM, in coordination with the Field PAS, will provide verbal answers to their

questions. Should the PAS not be present during the verbal response, the FM will notify the Field PAS of the contact. However, all sensitive or controversial subject matter inquiries will still need to be prepared for State Director signature.

The OC shall be notified of all incoming Congressional inquiries by recipients as to the name of the Congressional member and the subject matter.

All Congressional inquiries will be replied to within seven (7) days. If a response cannot be made within that period, an interim reply must be sent.

Please direct questions regarding Congressional inquiries to Teresa Howes, Chief, Office of Communications, (307) 775-6015.

Signed by:  
Donald A. Simpson  
Acting State Director

Authenticated by:  
Pamela D. Hernandez  
Wyoming Central Files

1 Attachment:

1 – Controlled Correspondence flow chart (1 p.)